

JOB OPPORTUNITY

Job Opportunity Bulletin:

#s 06-036 &
06-037

Final Filing Date:

Until Filled

Position:	Salary:	Location:
Senior Personnel Specialist OR Personnel Specialist, Rg. D (TWO POSITIONS)	\$3,418 - \$4,155 OR \$3,127 - \$3,800	Office of Statewide Health Planning & Development Division of Administration Human Resources Services 1600 Ninth Street, Room 350 Sacramento, California 95814

General Statement:

Come join our 2006 Sacramento Workplace Excellence Leader Award winning team! The Office of Statewide Health Planning and Development's (OSHDP's) Administration Division is looking for an enthusiastic, detail oriented person to join the Human Resources Services team. You can have the opportunity to touch the lives of over 30 million people by helping us achieve our department's vision of promoting Equitable Healthcare Accessibility for California. Under the general direction of the Assistant Human Resources Services Manager, you could be one of two expert staff members performing the full range of transaction duties for OSHPD. Those duties include appointment document processing, certification of eligible-for-employment candidates, worker's compensation, salary determinations, NDI, SDI, IDL, maintenance and updating of the California Leave Accounting System, FMLA, adverse action documentation, reinstatement/transfer rights of employees, position control, benefits, and processing and reconciling monthly payroll. Duties also include the preparation of management reports, documents, drafting correspondence, advising management, developing procedures, and customer consultations. As you can see there is a varied set of exciting duties awaiting you!

Desirable Qualifications:

- Ability to maintain confidentiality and possess the ability and commitment to effectively participate on a team that deals with sensitive and confidential situations/information.
- Strong interpersonal skills.
- Strong verbal/written communication skills.
- Strong work ethic.
- Strong customer service skills.
- Working knowledge of Microsoft's Office Suite and the State Controller's Office decentralized personnel system.
- Experience with databases.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Individuals with list eligibility should attach a copy of their notice of test results. Appointment is subject to SROA/surplus policies. The most qualified individuals will be selected for an interview.

OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHDP – Human Resources Services
Attention: Deborah Davis (JOB #s 06-036 & 06-037)
1600 Ninth Street, Room 350
Sacramento, CA 95814

For more information, contact Deborah Davis at (916) 654-1584

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

